

# Career Opportunity

## Department of Labor and Industrial Relations

### State of Hawaii Executive Branch

#### VACANCY ANNOUNCEMENT

### UNEMPLOYMENT INSURANCE ASSISTANT III (SR-09) – Waipahu

Recruitment # 10-066

Salary: \$12.84 Hourly

**Opening Date: July 9, 2010**

**Closing Date: July 23, 2010**

#### **RECRUITMENT INFORMATION**

Positions are Part-Time Intermittent. Work hours may vary from 0-40 hours per week depending on the needs of the department. Vacancies are temporary.

**NOTE:** Employees appointed to temporary positions may also gain membership in the civil service upon satisfactory completion of an initial probation period of at least six months. Once you become a member of the civil service, you become eligible to apply for promotion and transfer opportunities to permanent as well as other temporary positions. You may also enjoy other rights and benefits afforded to an employee in a permanent position with the exception of return rights and placement rights associated with a reduction-in-force.

#### **DUTIES SUMMARY**

As an entry level Unemployment Insurance Assistant, receives training in the philosophy, objectives and provisions of the Unemployment Insurance laws and programs, procedures, methods and techniques used to accomplish the various work processes; performs the less complex work; and other related duties as assigned.

#### **MINIMUM QUALIFICATION REQUIREMENTS**

**Applicants must meet all the requirements for the position they are seeking as of the date of the application, unless otherwise specified. Please note that unless specifically indicated, the required education and experience may not be gained concurrently.**

Your possession of the required amount of experience will not in itself be accepted as proof of qualification for the position. Overall paid or unpaid experience must be of such scope and responsibility as to conclusively demonstrate that you have the ability to perform the duties of the position. Note: Your calculation of experience must be based on full-time, 40-hour work weeks. Part-time experience must be pro-rated. Example: Twelve months of experience at 20 hours/week is equivalent to six months of experience, not one year. Also, hours worked in excess of 40 hours/week will not be credited. Example: Twelve months of experience at 60 hours/week is equivalent to one year of experience, not one and a half years.

**To qualify, you must meet all of the following requirements:**

**Education/Experience:** A high school diploma **OR** experience requiring the ability to read, comprehend and apply written directions and a high degree of verbal skill in addition to the ability to make basic mathematical computations, including percentages and averages. This experience may be met from part-time and/or unpaid work. There must, however, be evidence that participation was on a continuous basis but not necessarily on a full-time normal work basis.

**General Experience:** Two years of progressively responsible general office clerical experience which involved some public contact.

**Substitutions Allowed:**

**A.** Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree or diploma at an accredited community college; or at a business or technical school which included courses in basic English, arithmetic, general clerical procedures, and office machines may be substituted for a maximum of one year of General Experience provided the duration of the training was for a year or more.

**B.** Successful completion of a substantially full-time equivalent clerical, stenographic or secretarial curriculum leading to a degree, diploma or a certificate of achievement at an accredited community college, business or technical school which was for a period of less than one year may be substituted for General Experience on a month-for-month basis provided the training included courses in basic English, arithmetic, general clerical procedures and office machines.

**C. Partial Completion of Clerical Training**

**1.** Completion of half a school year of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for six months of General Experience.

**2.** Completion of one school year (of a program of more than one year in length) of substantially full-time clerical, stenographic or secretarial curriculum at an accredited community college, business and/or technical school which included courses in basic English, arithmetic, general clerical procedures and office machines, may be substituted for one year of General Experience.

**D.** Education in an accredited university in a baccalaureate program with courses in English composition and college mathematics may be substituted for experience on the basis of fifteen semester hours for six months of General Experience, up to a maximum of two years.

**APPLICATIONS MAY BE OBTAINED FROM THE FOLLOWING:** [www.hawaii.gov/labor/jobs](http://www.hawaii.gov/labor/jobs)

or

**Department of Labor and Industrial Relations Personnel Office**

830 Punchbowl Street, Room 312

Honolulu, Hawaii 96813

Monday thru Friday 8:00am-4:00pm

(Closed on State Observed Holidays and Scheduled Furlough Days)

**Submit completed Application and Required Supplemental Questionnaire to:**

Department of Labor and Industrial Relations, Personnel Office, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.

Mailed applications must be postmarked by midnight of closing date.

**UNEMPLOYMENT INSURANCE ASSISTANT III (SR-09) - Waipahu  
Supplemental Questionnaire**

**1. REQUIRED SUPPLEMENTAL QUESTIONS**

The responses you provide to these Supplemental Questions will be used in combination with your application to determine whether you meet the qualification requirements and/or your final score. Failure to provide detailed and complete information may result in your application being rejected or receiving a lower score. Please do not submit a resume in place of completing the Supplemental Questions.

In general, proof of education obtained from and/or submitted through the internet will not be accepted. Education obtained outside the United States must be comparable to education earned at an accredited school in the United States. We also reserve the right to request further information about your academic program, evidence of comparability, or an original transcript.

Any information you submit may be verified. Supporting documents must be submitted within five working days of the filing of your application.

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When applying for this position, I understand that I must thoroughly complete the Education and Work Experience sections of my application and the Supplemental Questions. This includes a detailed description of each position that I feel qualifies me for the job I am seeking.

I have read the above statement and understand that failure to provide sufficient detailed information may result in my application being rejected or my receiving a lower examination score. I also understand that I may not submit resumes in lieu of filling out the application or answering the Supplemental Questions. However, I may attach a resume to the application to provide additional information.



I acknowledge I have read and understand the above information.

**Unemployment Insurance Assistant III / PT Intermittent Temporary – Waipahu  
#10-066**

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Print Name

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Signature

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Date

Name:

**2. GENERAL EXPERIENCE REQUIREMENT**

Do you have at least two years of work experience as described in the job announcement?

☐

Yes

☐

No

If Yes, identify each experience you would like us to consider and provide the following information. **All employers listed below should also be listed on your application. Treat each change in employer or position separately. The information for each employer should include:**

**A.** Name of employer, your job title, and dates of employment.

**B.** What was the **primary** focus of your position? What were your **major** duties and responsibilities?

**C.** For this employer, describe your public contact, if any. Include the type of clients or people served, how frequently you dealt with them, and the purpose of your contact.

**D.** Describe your experience, if any, in performing basic mathematical computations. Give examples.

**E.** Describe your experience, if any, in an unemployment insurance or similar program. Be sure to include information about the program, services provided, clientele served, and a specific description of your duties and responsibilities. In your description, avoid the use of vague terms such as "processed," "handled," etc. and instead clearly describe the tasks you performed and the limits of your authority.

**F.** Describe your supervisory experience if any. Include dates, the number and job titles of the positions you supervised, and your specific supervisory duties.

**G.** Describe how your duties and responsibilities differed from those of your own supervisor.

**3. SUBSTITUTION OF EDUCATION FOR EXPERIENCE**

Do you have education as stated in the job announcement to be substituted for experience?

☐

Yes

☐

No

If yes, you must submit copies of your official transcripts, identified by job title and recruitment number, as verification.

**4. ADDITIONAL INFORMATION**

Do you have any other information related to this position that you would like us to consider? If yes, submit a hard copy paper addendum attached to your application, identified by job title and recruitment number.

☐

Yes

☐

No

Name:

5. Supporting documents such as transcripts, driver's license, or professional licensure as described in the job posting must be on file with the Department of Labor and Industrial Relations (DLIR) to complete your application.

Note: You must re-submit supporting documents to DLIR if they were submitted to the:

1. City & County of Honolulu;
2. Hawaii State Judiciary;
3. Hawaii Department of Education;
4. State of Hawaii - Department of Human Resources Development

Please select from one of the statements below:

- ☐ Supporting documents are attached.
- ☐ Supporting documents were previously submitted to the State of Hawaii, Department of Labor and Industrial Relations
- ☐ Supporting documents are forthcoming and will be mailed to: Department of Labor and Industrial Relations, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813.